**UCS Workshop**

**Run of Show Template**

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| [Insert the name of the event.] |
| [Insert day and date of the event] [Insert time of the event] [Insert location or venue for the event] |
| [Insert the facilitator name][Insert the co-facilitators names]Remember that having at least two Special Olympics staff members is important while presenting to a school.  |
| Contact [insert the name and number of whom to contact in case of emergency, for example, technological problems] |
| **Start time** | **Finish time** | **Duration** | **Actions/tasks****[Insert description of what needs to be done]** | **Facilitator** | **Materials needed** |
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